

Date:

Our ref: Panel Meeting

Your ref: **Sample Letter three**

Mrs K Tuckey (01992) 564270  
email: ktuckey@eppingforestdc.gov.uk

Dear

**Meeting of the Licensing Panel on  
Re: Hackney vehicle licence for**

Further to my previous two letters requesting that you attend Langston Road to have your interim tests.

I can now advise you that a meeting to determine your licence will be held on ..... in the Council Chamber, Civic Offices, High Street, Epping, Essex, CM16 4BZ at 10 a.m. **Please note that there is not set time for hearings and therefore we cannot guarantee the time at which you will be required.**

As an applicant you are entitled to attend the meeting and make comment. You may be represented either legally or otherwise.

On arrival please go to the 1<sup>st</sup> floor and wait in the seated area until you are called for.

**If you have already booked your vehicle in Langston Road for your interim test or if you have had the test done, please can you provide this office with the interim test asap. If you have not had the test done you are required to bring your plate with you on the day of the meeting, where you will be given the opportunity to explain why you are in breach of the councils licence conditions.**

Please contact me on 01992 564034 if you are unable to attend the meeting or if you wish to discuss this item further.

Yours sincerely

K Tuckey  
**Senior Licensing Officer**